



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Date: April 11, 2024
Quotation #: PS-024-04-063
ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Lease of Venue with Catering Services (Food, and Tables and Chairs Set up) and Technical Equipments for OSG Anniversary Celebration, inclusive of taxes, set-up, operator/marshals, and other charges:</p> <p><i>Event Date: June 7, 2024</i> <i>Estimated No. of Pax: 850 pax</i> <i>General Specifications:</i></p> <p>The OSG intends to procure an events venue that will include the necessary physical and technical and food and beverage requirements for the celebration of its 123rd Anniversary.</p> <p>The celebration necessitates the provision of event venue with afternoon tea, dinner buffet, venue set-up, and AV and Sound System services.</p> <p>Venue <i>Accessibility/Location:</i> The venue should be accessible via land travel from Makati City and within an 6-kilometer radius from the OSG Main Building. <i>Space Requirement:</i> The venue should comfortably seat Eight Hundred Fifty (850) pax banquet-style; The allotted use of venue for the program is at least four (4) hours, excluding time for set-up and clean-up.</p> <p>The venue must have function rooms/areas to serve as:</p> <ol style="list-style-type: none"> Area for the dinner and entertainment with stage and dancefloor set-up and provision of VIP Chairs on stage; Pre-function lobby are for registration with use of TVs for event signage; At least three (3) holding rooms for VIPs and Entertainers <p>The venue must allow early ingress at 12:00AM of June 7, 2024</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting, proper ventilation and air-conditioned.</p> <p><i>Facilities:</i> The venue must at least provide the following:</p> <ul style="list-style-type: none"> Complimentary high-speed internet connectivity Free use of round tables and chairs, preferably 85 round tables for 850 persons with themed centerpieces; Free use of red carpet Audio-visual and Sound System with Generator Set, with the following minimum inclusions: <ul style="list-style-type: none"> Professional Audio and Lighting System Hanging Truss & Vertical Truss for Lighting One (1) Generator Set with Fuel Communication Headset Band or DJ Equipment Five (5) units of LED Wall with Estimate Size: 9ft x 12ft Two (2) units of Floor Monitors Video Coverage and Photowall Mounting Services, with the following minimum inclusions: <ul style="list-style-type: none"> Recording of event highlights Same-day Edit which should be turned over before conclusion of the program for preview Mounting of PhotoWall Lighting System for the Photowall 					

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p>The venue must have security, engineering, and maintenance staff on-site during the ingress, egress, and actual event.</p> <p>The venue shall:</p> <ul style="list-style-type: none"> Have a fire escape plan, accessible fire exits, firefighting equipment, and excellent ventilation; Be equipped with closed circuit television (CCTV) to monitor all the public areas around the venue; Strictly implement security measures inside the hotel, including its vicinity; <p><i>Parking Space:</i> The venue must provide complimentary parking for at least 10% of the minimum number of participants and a parking area within the venue premises or nearby establishment for bus and other service vehicles of the attendees.</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Requirements:</i></p> <ul style="list-style-type: none"> The lessor must allow modification on the no. of pax within the range of 700 - 1000 pax. The lessor must also allow entry of outsourced suppliers, and/or provide options for upgrade or additional visual lights or sounds equipment. Additional charges are allowed provided that it will be presented separately in the quotation. The lessor should be able to complete the set-up in the morning of June 7, 2024 The lessor is responsible for dismantling the set-up after the event. <p>FOOD AND BEVERAGE:</p> <p>The service provider must comply with the following specifications for food and drinks:</p> <ul style="list-style-type: none"> a. Establishment must be able to cater/ provide the event's food and beverage requirements for all attendees. b. The dinner buffet for 850 pax shall be served as follows: <ul style="list-style-type: none"> i. Plated 4-course meal for VIPs with an estimate of 100 pax; ii. Buffet Dinner for remaining participants with minimum inclusion of : <ul style="list-style-type: none"> 1. Four (4) Kinds of Salad 2. Artisan Bread Selection 3. One (1) Kind of Soup 4. Four (4) Viands of Main Course with at least (preferably) one chicken based dish, one seafood based dish, one fish based dish, and one vegetable based dish 5. One (1) Kind of Pasta 6. Rice *Note: The supplier must allow adjustment on the no. of pax for plated dinner and dinner buffet, for at least 1 week prior of the event. c. Must be able to provide/cater afternoon tea for 850 pax d. Must allow entry and consumption of roast beef, pork lechon, alcoholic, and non alcoholic beverages. d. Must be able to provide purified drinking water; e. Complete customized set-up for the buffet stations and dinner tables, and ambient decor styled according to the evening's theme; f. Must be able to provide uniformed and well-trained banquet service personnel; g. Must be able to provide exclusive waiters and plating service for VIPs; h. Must conduct food sampling/tasting for selected members of the OSG and present a mock-up banquet set-up presentation prior to the event; <p>Note: Attached herewith the Terms of Reference which supplier must comply upon awarding. Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for rescheduling or modification.</p> <p style="text-align: center;">(Price Vat-Included)</p>					

Delivery Period: _____
Warranty: _____
Price Validity: _____

Note:

1. Please quote within ___ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement, above Php500,000);
 - d. Notarized Omnibus Sworn Statement for Small Value Procurement (for projects with ABC of Php50,000 and above)
 - e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


JOSEPHINE C. ALCASAREN / ANGELITO E. FRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314

Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)